



# City of Tempe

## PLANT SUPERVISOR (SBP)

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	345	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$35.088462
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$47.193750
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plant Supervisor (SBP)
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

### REPORTING RELATIONSHIPS

Receives direct supervision from the Plant Operations Manager or other management staff.

Exercises direct supervision over assigned staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience operating and maintaining a water treatment facility, water distribution system, groundwater wells, wastewater treatment facility and/or wastewater collection/conveyance systems. Must have at least two (2) years of lead or supervisory experience.
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university in water or wastewater treatment, environmental science, chemistry, biology, or engineering or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of a valid driver's license.</li><li>● Possession of a valid Arizona Department of Environmental Quality (ADEQ) Grade 3 Certification in assigned area attained six (6) months prior to time of application.</li></ul> <p><b><u>When assigned to Field Site Services:</u></b></p> <p>Possession of an ADEQ Grade 4 Water Distribution System Operator, an ADEQ Grade 4 Wastewater Collection System Operator Certification and an ADEQ Grade 4 Water Treatment Plant Operator Certification within six (6) months of hire.</p> <p><b><u>When assigned to Wastewater Treatment Facility:</u></b></p>

	<p>Possession of an ADEQ Grade 4 Wastewater Treatment Operator and an ADEQ Grade 4 Wastewater Collection System Operator Certification within six (6) months of hire.</p> <p><b><u>When assigned to Water Treatment Facilities:</u></b></p> <p>Possession of an ADEQ Grade 4 Water Treatment Operator Certification and an ADEQ Grade 4 Water Distribution System Operator Certification within six (6) months of hire.</p>
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## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values and manage all staff activities within their respective area of water treatment facilities, wastewater treatment facilities and field operations. Lead, mentor, develop and manage the performance of and facilitate the training of staff. Responsible for efficient, safe and economical operations of the City's water utilities, as well as planning, directing and coordinating the activities of assigned staff.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, monitor, assign and oversee the work of staff; establish schedules and methods for work performed and ensure adherence to proper workgroup procedures, protocols, practices and policies.
- Ensure safety regulations and safe work practices and protocols are observed at job sites including traffic/barricade compliance, proper trenching and shoring procedures and competent person and confined space entry procedures.
- Provide customer service to all Tempe residents, other City sections, divisions and departments and other parties impacted by Municipal Utilities services with a commitment to innovation and integrity.
- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operations and maintenance activities; implement practices and procedures; facilitate and participate in team members' performance evaluations.
- Continuously monitor and evaluate operations and activities in assigned areas of responsibility; perform critical analysis of methods, practices and procedures and recommend improvements and modifications.
- Under direction of Plant Operations Manager, assist in the development of expenditure and monitoring of budget; study operating cost records; make corrections to problems and advise on future system improvement.
- Administer resources and related programs while performing a variety of complex technical and administrative duties related to assigned area of responsibility.

- Act as primary contact for information and project statuses; be involved in the design, modification and construction of facilities and systems.
- Coordinate and direct the implementation of asset management programs needed for repairs and preventative maintenance.
- Coordinate maintenance activities with contract vendors, facility maintenance groups and internal support staff.
- Operate treatment plant and field site equipment and perform maintenance tasks as needed.
- Obtain and provide support for assigned staff during critical events such as high turbidity, equipment or component failure or other source water quality problems.
- Inform staff of process changes and adjustments as required to meet variable conditions.
- Represent the Water Operations Section in interactions with outside groups, other City divisions, water users, customers and business partners.
- Participate in activities involved in the production of the City's potable water supply; oversee collection and transmission of wastewater and coordinate water treatment, wastewater treatment and/or field site-related activities and projects.
- Assist and coordinate staff training programs and encourage compliance with existing training and/or certification requirements; facilitate cross-training between various skills and trades.
- Monitor water quality goals and parameters to ensure optimal treatment practices and results.
- Identify, analyze and resolve issues related to daily water system, wastewater system and/or field site operations and maintenance.
- Provide input on a daily work plan based on changing conditions and priorities; monitor the status of work activities, projects and programs.
- Respond to requests and inquiries from other City departments; investigate inquiries and recommend corrective action, as necessary.
- Track chemical and spare parts inventory; assist with the procurement of materials and supplies.
- Maintain meticulous records of water quality performance, operator logs and maintenance repair history.
- Direct staff participation in safety programs, such as confined space entry permits, process safety management, calibration of gas detectors, emergency response drills and lockout/tag out.
- Serve as a subject matter expert for the evaluation and administration of training programs; assist in on-the-job training for employees and evaluate as appropriate; Provide proactive performance planning, utilizing performance management tools.
- Interpret, explain and enforce federal, state, county and city laws, rules, codes and regulations on issues concerning Occupational Safety and Health Administration (OSHA), Environmental Protection Agency, Arizona Department of Health Services and ADEQ, to maintain regulatory compliance.
- Coordinate corrective actions for ADEQ and OSHA compliance issues.
- Perform related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 75 lbs.;

- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick-up trucks and tractors);
- Use power tools (i.e. drills and saws);
- Use tools (i.e. screwdrivers, hammers, wrenches));
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- Operate city equipment (i.e. forklift and tractors).
- Work stand-by shifts outside the regularly scheduled work shift.
- Be available to work extended hours including holidays, nights, weekends and call backs when necessary.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective February 2000*

*Revised March 2001*

*Revised July 2001 Range adjustment*

*Revised April 2002 Certifications*

*Revised July 2006*

*Revised July 2007*

*Revised December 2010 (Title change)*

*Revised January 2017 (add physical/mental activities)*

*Revised March 2019 (PW Reorg – moved to Municipal Utilities Dept.)*

*Revised September 2019 (update min qualifications)*

*Revised January 2022 (update MQ's and job duties)*